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## Introduction

This is a step by step guide to creating and managing your questionnaires on Rhema Forms website.

## Sign Up

In order make questionnaires one has to register with Rhema Forms. Click the register button on the home page of the website as shown below.

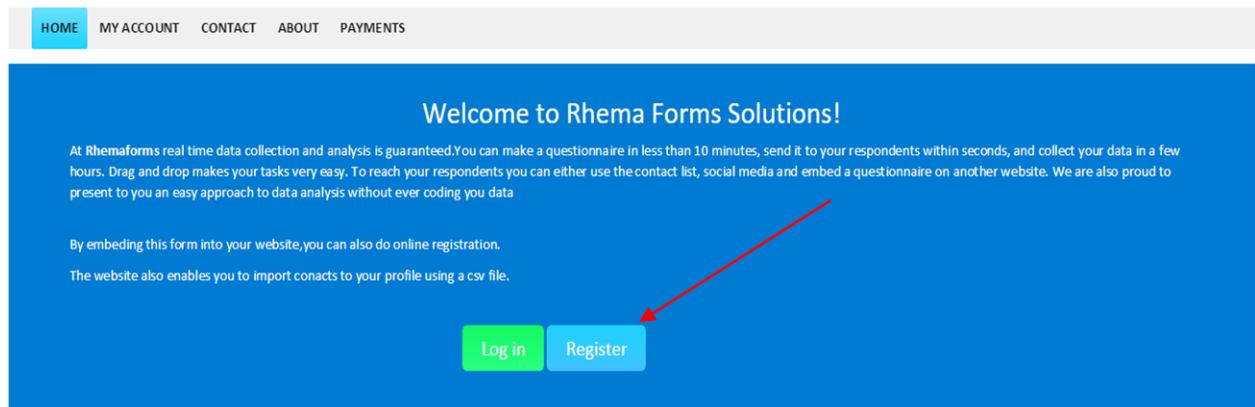


Figure 1: showing home page

After the register button has been clicked the registration form will appear as shown below, enter the necessary details in the form. After completing the form, click the *Register* button. If your submission is successful a message will be displayed asking you to follow an activation link to your email .Once you activate your registration, your membership with Rhema Forms will be confirmed.

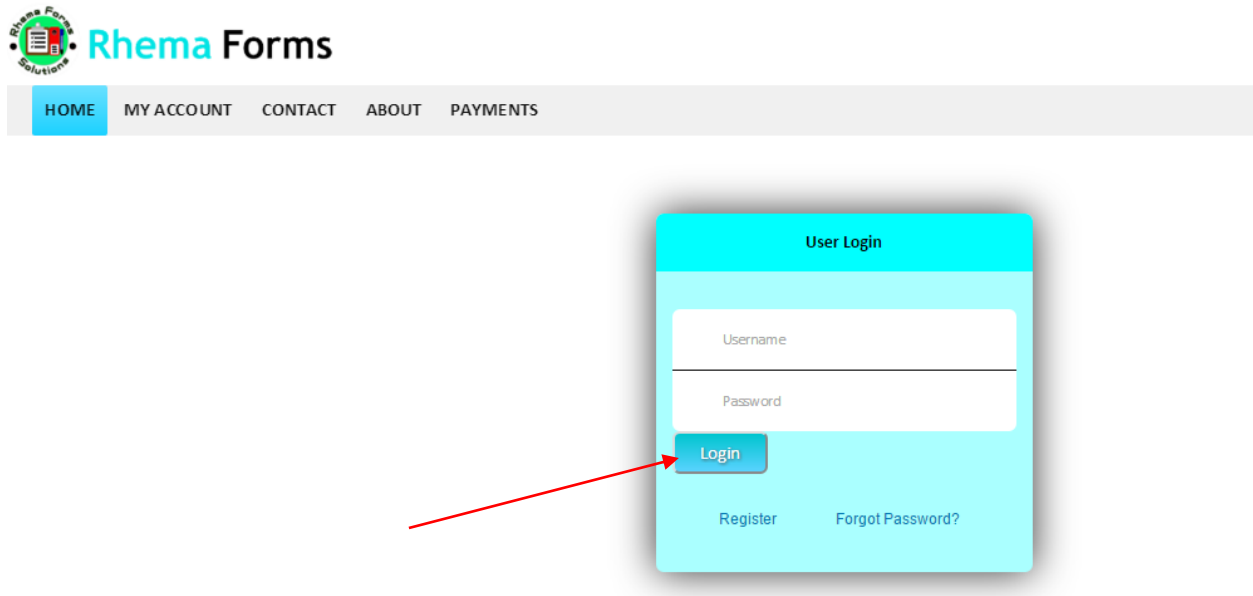
## Registration

Username:	<input type="text"/>
Password:	<input type="password"/>
Email:	<input type="text"/>
Purpose :	Make Questionnaire ▾
First Name	<input type="text"/>
Surname	<input type="text"/>
Phone	<input type="text"/>
Organisation	<input type="text"/>
Country:	-----SELECT----- ▾
Industry:	-----SELECT----- ▾
<input type="button" value="Register"/>	

Figure 2: showing user registration

## My Account

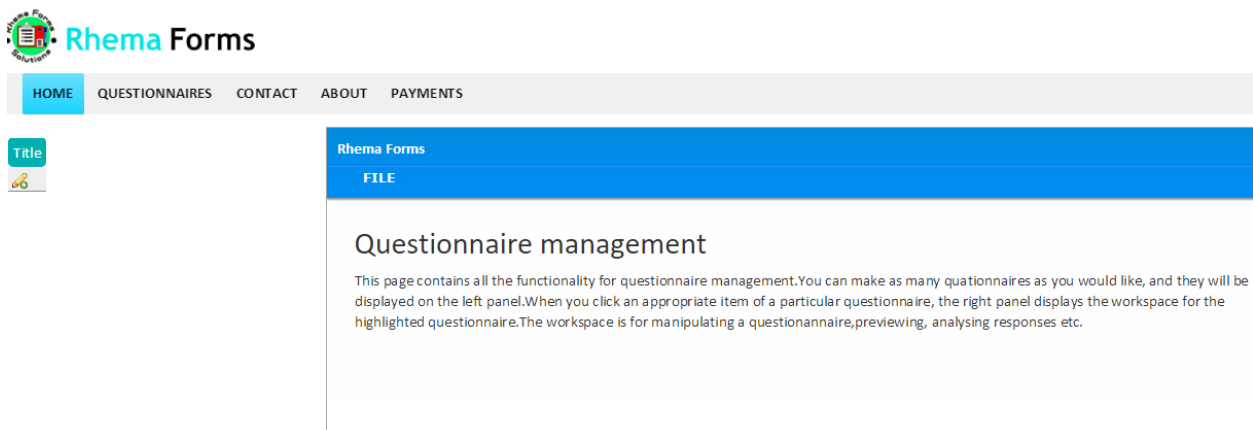
To access your account, click on the **My Account** link on the top menu of the website. A log in form shown below will be displayed. Enter the user name and password you used to register, then click the login button.



The image shows the Rhema Forms website header with a navigation menu: HOME, MY ACCOUNT, CONTACT, ABOUT, PAYMENTS. Below the header is a 'User Login' form. The form has a light blue background and a darker blue header. It contains two input fields: 'Username' and 'Password'. Below these fields is a blue 'Login' button, which is highlighted by a red arrow. At the bottom of the form are two links: 'Register' and 'Forgot Password?'.

Figure 3: showing user login

A successful login will take you to your account where you can make questionnaires as shown in the diagram below:


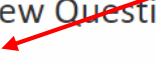


The image shows the Rhema Forms website header with a navigation menu: HOME, QUESTIONNAIRES, CONTACT, ABOUT, PAYMENTS. Below the header is a 'My Account' dashboard. The dashboard has a blue header with 'Rhema Forms' and 'FILE'. The main content area is titled 'Questionnaire management' and contains a paragraph of text: 'This page contains all the functionality for questionnaire management. You can make as many questionnaires as you would like, and they will be displayed on the left panel. When you click an appropriate item of a particular questionnaire, the right panel displays the workspace for the highlighted questionnaire. The workspace is for manipulating a questionnaire, previewing, analysing responses etc.'

Figure 4: showing my account

This is the users work space, for the user to create a new questionnaire, he /she will have to go on file then new questionnaire, once that is done the following screen will appear.

## New Questionnaire

Title	Impact of Load Shading On Zambia
Description	This Survey aim to establish the impact of load shading in Zambia, in terms of GDP Exports and imports
Opening Remarks	Please answer the questions are the rules state on the desired section
Closing Remarks	Thank you for your time, we hope the information that you have provide will be helpful

Figure 5: Showing making of a new questionnaire

Fill in the relevant information as shown in the example (**note the above diagram just shows sample data enter your own data**), then when you are done click the small save icon as indicated by the arrow in the above diagram. Once that is done a registration form for your questionnaire will appear, this for is just for accountability sake and for any future works that the user might want to do. Below is a sample registration form:

Title

Impact of Load Shading On Zambia

Impact of Load Shading On Zambia - Rhema Forms

DOCUMENT QUESTIONNAIRE DATA MOBILE SUPPORT

### Form Registration

Kindly register this questionnaire for you to access the required functionality

This form allows you to register your form or questionnaire by specifying how long the document will be online, and the maximum expected number of respondents.

Duration in Months

Expected Number of Respondents

Figure 6: Showing questionnaire registration

## Manage Questions

Enter the relevant information and click on **submit** then automatically the system will take you to the question management section as shown below:

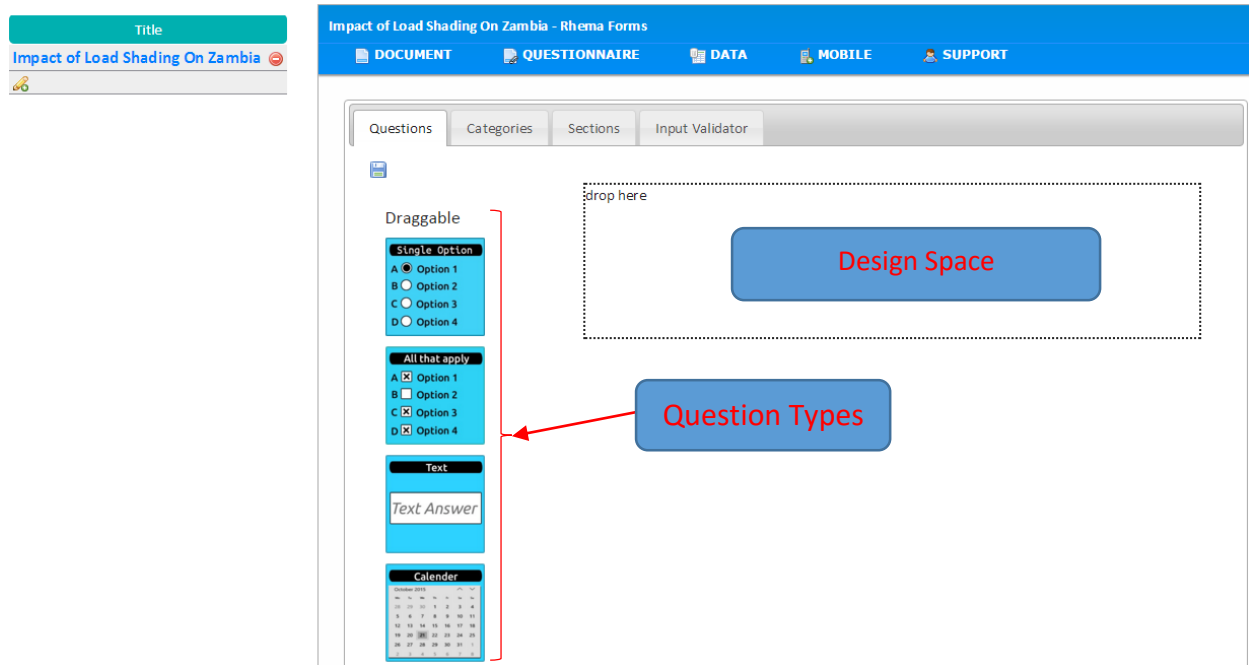


Figure 7: showing question management screen

The above design is what is called a focused interface, where the system does not take you to any other page but the same page you are on will be your work space.

This interface allows you to drag and drop **Question types** to the **design space** just by holding the component and throwing/dragging it into the Design space box that says drop here as shown in the diagram below

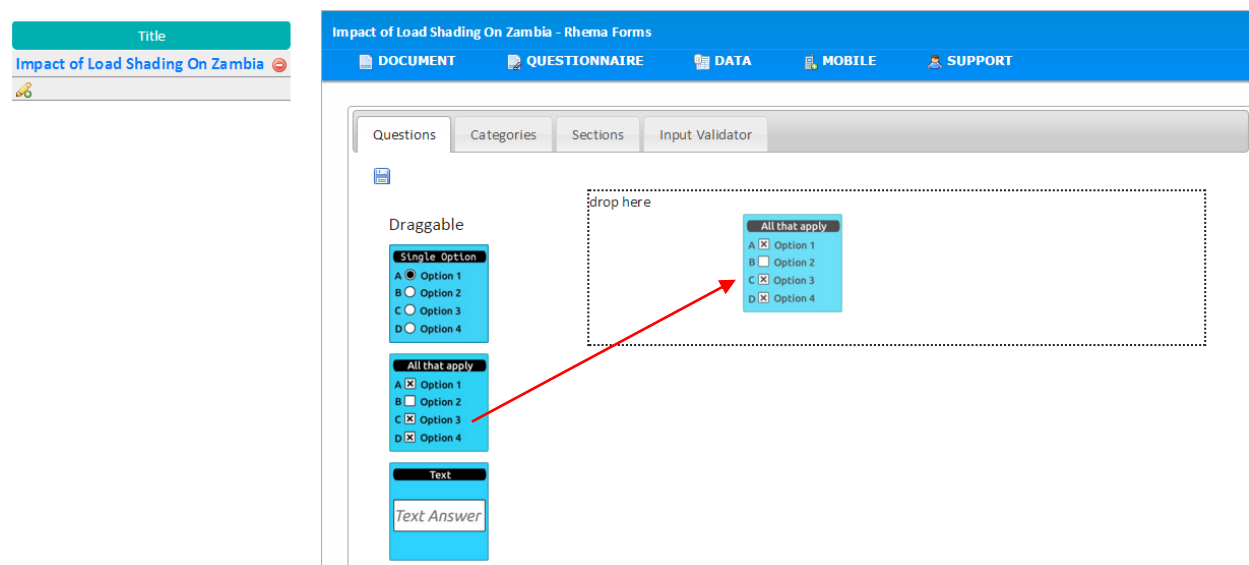


Figure 8: Showing drag and drop of question types

There are a number of question types available in the system these include:

- 1. Single Question**  
These are types of questions that require the respondent to answer only one option
- 2. All that apply**  
These are the types of questions that require the user to answer more than one answer.
- 3. Text**  
In this type of question the user is required to input/enter text data only
- 4. Calendar**  
The user is displayed with a calendar when entering date type in questions
- 5. Integer**  
The user is only required to enter a Number without decimal places
- 6. Decimal**  
The user is required to enter numbers with decimal points
- 7. Label**  
This is not a question type is a component that is used to put a title or label on a question
- 8. Upload**  
This type of question is required for the user to submit any type of submission e.g picture
- 9. Rating Scale**  
This question type is used to rate a particular entity or show degree of something e.g how do you rate the power cuts in Kabwe on a scale that is provide.

Once the user drags the Question type to the design space the question will be displayed as follows in the diagram below:

The screenshot shows a web interface for creating a questionnaire. At the top are tabs: 'Questions', 'Categories', 'Sections', and 'Input Validator'. On the left is a 'Draggable' sidebar with three sections: 'Single Option' (radio buttons for Option 1-4), 'All that apply' (checkboxes for Option 1-4), 'Text' (a text input field), and 'Calendar' (a calendar widget). The main area has a 'drop here' dashed box at the top. Below it is a 'Delete Question' button (callout 1), followed by a text input field 'Enter question here...' (callout 2). Below the text field is a table of options:

<input type="checkbox"/> Option 1	<input type="text"/>	Delete
<input type="checkbox"/> Option 2	<input type="text"/>	Delete
<input type="checkbox"/> Option 3	<input type="text"/>	Delete
<input type="checkbox"/> Option 4	<input type="text"/>	Delete

At the bottom of the main area is an 'Add Answer field' button (callout 5).

Figure 9: Showing making questionnaire question

Each of the above numbers represent the following:

- 1 ➡ The user is able to delete the whole question, once the delete button is clicked the whole question is deleted.
- 2 ➡ This section is used to enter the actual question, just replace the text that is there with the users own text.
- 3 ➡ This section is used to delete a section of the question or an option of a question
- 4 ➡ This section is used to enter an option of a question, just replace the text that is there with the users own text.
- 5 ➡ This section is used to add an option of a question.

All other question types have a similar feel to the above diagram, a sample designed questionnaire may look like this

Impact of Load Shading On Zambia - Rhema Forms

DOCUMENT QUESTIONNAIRE DATA MOBILE SUPPORT

Questions Categories Sections Input Validator

Save

Draggable

Single Option

A ☒ Option 1

B ☐ Option 2

C ☐ Option 3

D ☐ Option 4

All that apply

A ☒ Option 1

B ☐ Option 2

C ☒ Option 3

D ☒ Option 4

Text

Text Answer

Calendar

Integer

0123456789

Decimal

... 1.1, 1.2 ...

Lable

Abc

drop here

Delete Question

What area do you live in?

Delete Question

Is your area Being Load shaded?

☐ Yes

☐ No

Delete

Delete

Add Answer field

Delete Question

How many hours is the load shading?

Delete Question

Load shading is the governments fault?

☐ Yes

☐ No

☐ Maybe

☐ i do not know

Delete

Delete

Delete

Delete

Figure 10: showing sample designed questionnaire

To save the questionnaire the user just has to click on the save icon as shown in the diagram above.



## Work Space menu

Rhema forms bring to you a feel of a Microsoft word where the user can manage the questionnaire from the same work space, the menu is a hover over menu Item where the user will just have to put the mouse over the menu item and then a list of menu items under the menu item will appear, as show in the diagram below:

### Questionnaire Menu Item

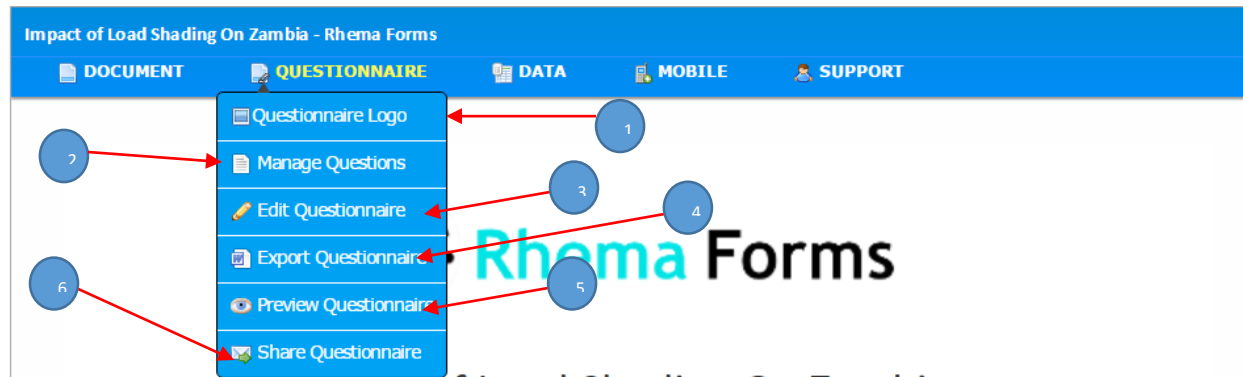


Figure 11: Showing Menu Items

Each of the above numbers represent the following:

- 1 ➡ The user is able to add their own logo on the questionnaire they are designing.
- 2 ➡ This section is used to manage questions in the questionnaire.
- 3 ➡ This section is used to manage the questionnaire, eg change the introduction message or title of questionnaire
- 4 ➡ Once the designing of the questionnaire is done the user is able to export the designed questionnaire to Word as (Doc) or Open Office (odt) .
- 5 ➡ This section helps the user know how the questionnaire will look like to the person who will be answering it, as the diagram shows below



# Rhema Forms

## Impact of Load Shading On Zambia

"This Survey aim to establish the impact of load shading in Zambia, in terms of GDP Exports and imports"

Please answer the questions are the rules state on the desired section

1. What area do you live in?

2. Is your area Being Load shaded?

A. ☐ Yes

B. ☐ No

3. How many hours is the load shading?

Figure 12: Showing questionnaire preview

- 6 ➡ This section helps the user share the questionnaire that has been made to the desired respondents. You can also publish a document by coping the URL shown on the **Publish Document** tab and paste as a message in your email, on social media or any other web page. You can also copy the HTML section and embed it in your website of choice to display the document in that website. This section also allows you to add your own contacts and send to recipients in a certain groups.

Impact of Load Shading On Zambia - Rhema Forms

DOCUMENT QUESTIONNAIRE DATA MOBILE SUPPORT

Manage Contacts Send Document Publish Document

### HTML code for embedding in websites or other webpages

Embedded document:

```
respondentId=&formId=197&embed=true' width='96%' height='96%'
name='icontain' id='icontain'>
</iframe>
```

### URL link for pasting in an email, facebook e.t.c

URL:

<http://www.rhemaforms.com/public/respondent.php?questionnaireId=197>

Click tabs to swap between content that is broken into logical sections.

Figure 13: showing publishing the document

## Data Menu Item

This menu helps you manage the data that the user has received after he/she sent the data out to the desired respondents. The user is able to do the following analyze Data, View responses, and view Mobile responses as shown in the diagram below:

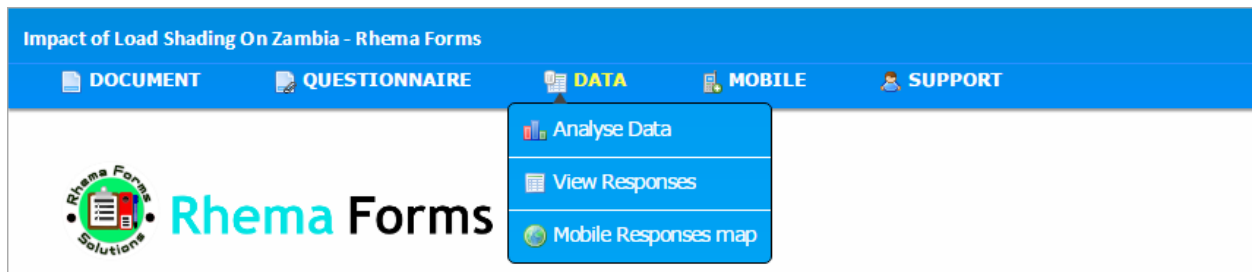


Figure 14: showing data menu item

## Analyze Data

This component will help the user analyze the data that they have gathered, the system provides a couple of types of analysis the following are the types of analysis that is provide by the system

- Simple Descriptive Analysis
- Multivariate Analysis
- Time series Analysis
- Chi-Square Analysis
- Cross Tabulations

And many others that the user might want to use, the diagram below shows the analyze data component

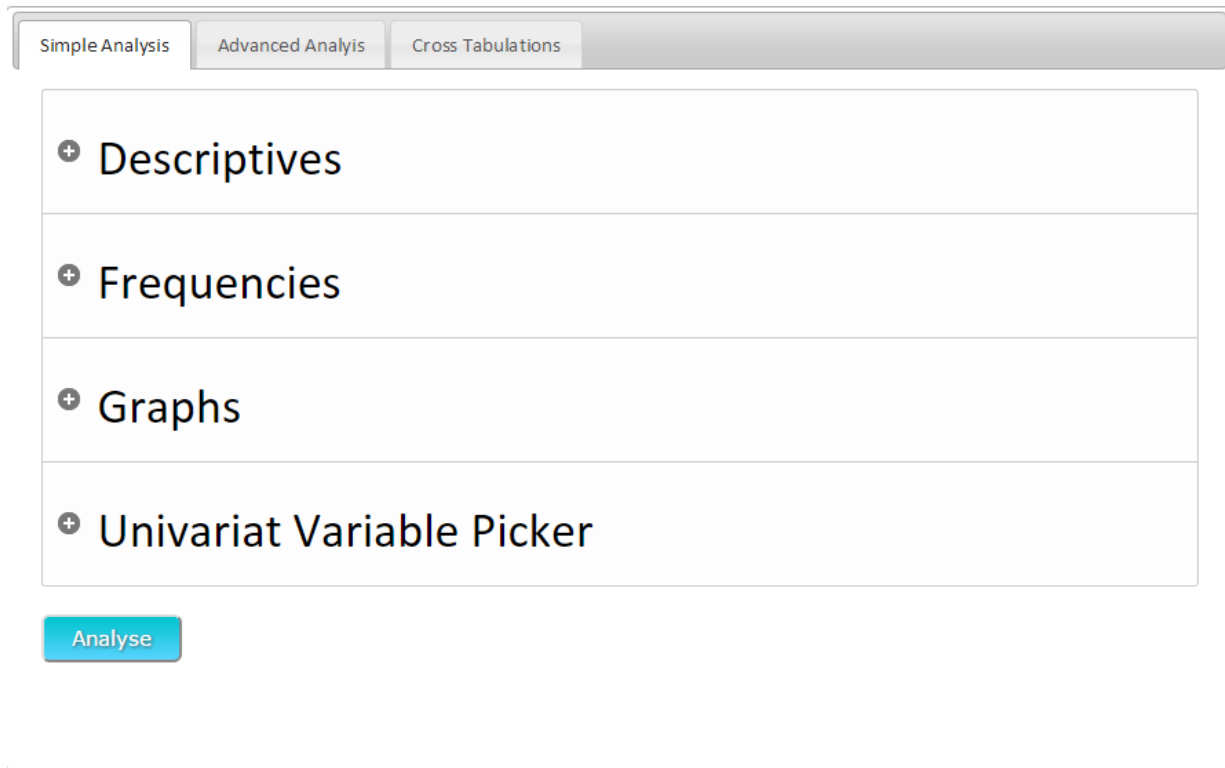


Figure 15: showing analyze data component

This section has tabs which are:

### **Simple Analysis**

In this section the user will be able to get general analytics of descriptive and frequencies as shown below where we show descriptive:

## Descriptives

### Percentile Values

- ☐ Quartiles
- ☐ Percentiles

### Central Tendency

- ☐ Mean
- ☐ Median
- ☐ Mode
- ☐ Sum

### Distribution

- ☐ Kurtosis
- ☐ Skewness

### Dispersion

- ☐ Maximum
- ☐ Minimum
- ☐ Range
- ☐ Variance
- ☐ S.E. mean
- ☐ Std. deviation

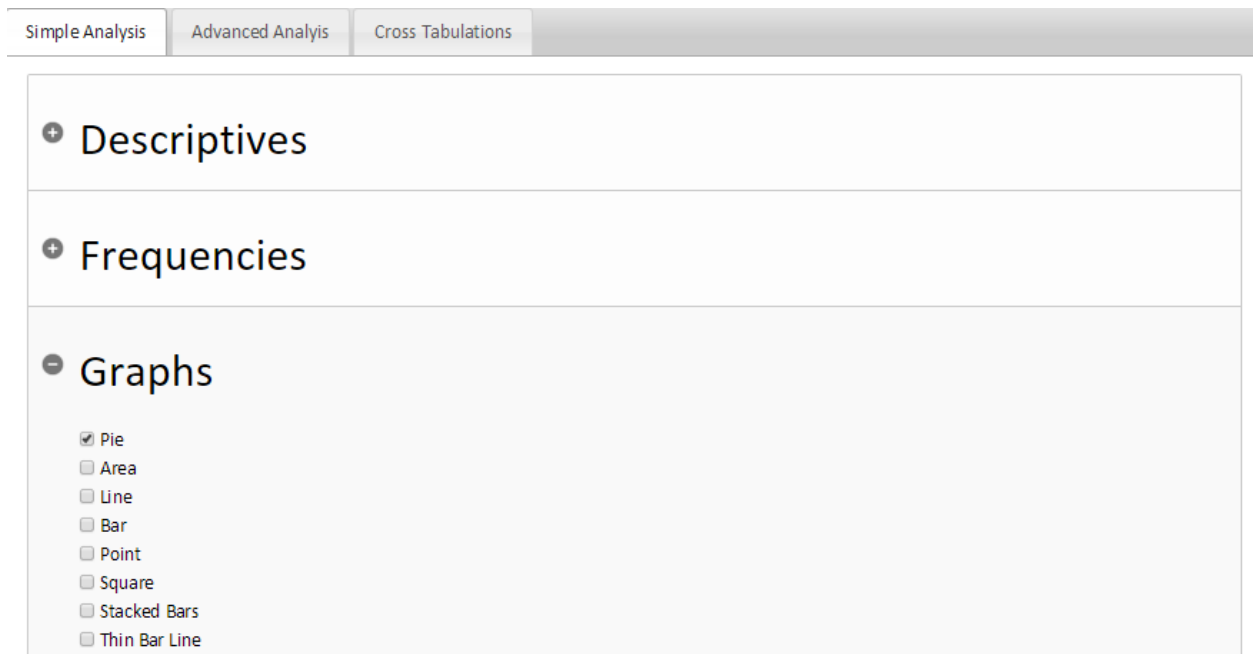
Figure 16 showing descriptive on simple analysis

This section has been made in such a way that it has an expandable view called an accordion the following diagrams show the selection of frequencies, graphs and Univariate. All the user will have to do is select the options that they want and click on analyze.



The screenshot shows a software interface with three tabs: 'Simple Analysis', 'Advanced Analysis', and 'Cross Tabulations'. The 'Simple Analysis' tab is active. Below the tabs is an accordion menu with three sections: 'Descriptives' (expanded with a '+' icon), 'Frequencies' (collapsed with a '-' icon), and 'Display Graph Frequencies' (a checkbox option below the 'Frequencies' section).

Figure 17: showing Frequencies



The screenshot shows the same software interface as Figure 17, but with the 'Graphs' section expanded. The 'Descriptives' and 'Frequencies' sections are now collapsed. The 'Graphs' section is expanded with a '+' icon and lists several graph types with checkboxes: 'Pie' (checked), 'Area', 'Line', 'Bar', 'Point', 'Square', 'Stacked Bars', and 'Thin Bar Line'.

Figure 18: showing selection of graphs

Descriptives

Frequencies

Graphs

Univariat Variable Picker

Variable Name

☒ Province

☒ Quantity in tones

☒ Crop

☒ Price per kg in Kwacha

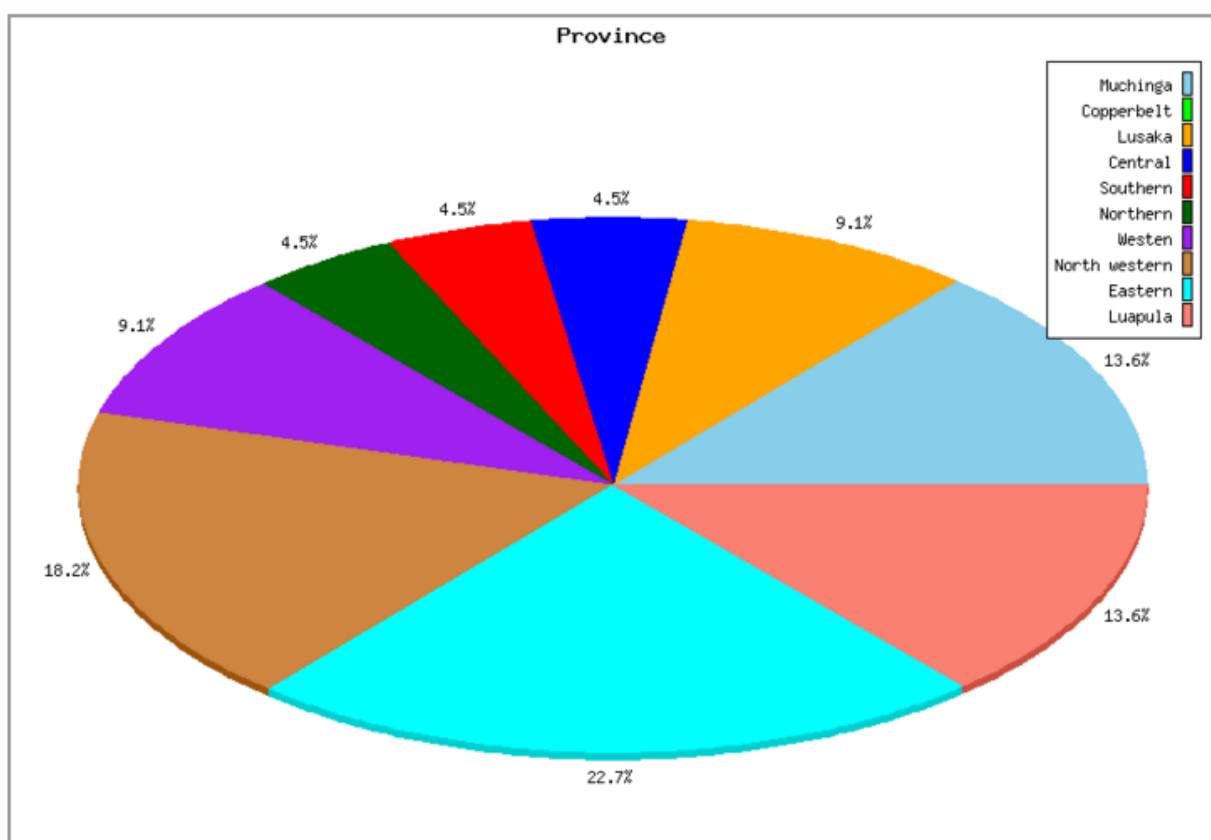
☐ age

Analyse

Figure 19: showing selection of questions the user wants to analyze

When the user selects analyze the following screen will appear giving out statistical data of the selected variables

## Province



[View In Details](#)

Figure 20: showing pie chart of information selected

		Frequency	Percentage (%)	Valid Percentage(%)	Cumulative Percentage (%)
Valid	Muchinga	3	13.64	13.64	13.64
	Copperbelt	0	0	0	13.64
	Lusaka	2	9.09	9.09	22.73
	Central	1	4.55	4.55	27.27
	Southern	1	4.55	4.55	31.82
	Northern	1	4.55	4.55	36.36
	Western	2	9.09	9.09	45.45
	North western	4	18.18	18.18	63.64
	Eastern	5	22.73	22.73	86.36
	Luapula	3	13.64	13.64	100
	Total	22	100	100	
Missing		0	0		
Total		22	100		

Figure 21: showing frequencies of information selected



## Quantity in tones

### Percentile Values

Quartiles	
25th	4.25
50th	8.5
75th	20
Percentiles	
25th	4.25
50th	8.5
95th	33.45

### Central Tendency

Mean	Median	Sum
13	8.5	301

Figure 22: showing data on quantity in tones

## Advanced Analysis

The next tab on the analysis panel is called advanced analysis. To perform an analysis you have to select an appropriate option in the drop down list labeled Analysis type, as shown in the diagram below:

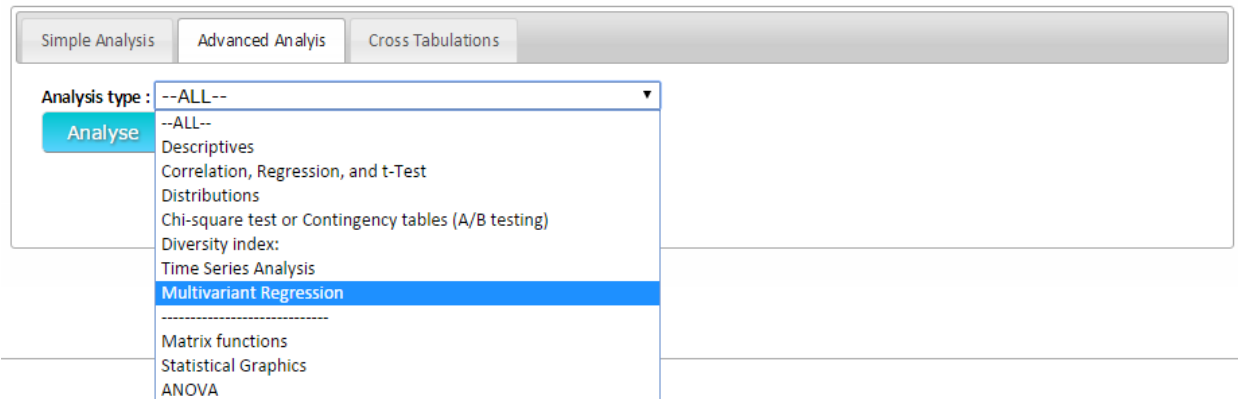


Figure 23: showing advanced menu dropdown list

Let say the user has selected multivariate the following screen will open where the user will select the variable that he or she would want to be analyzed:

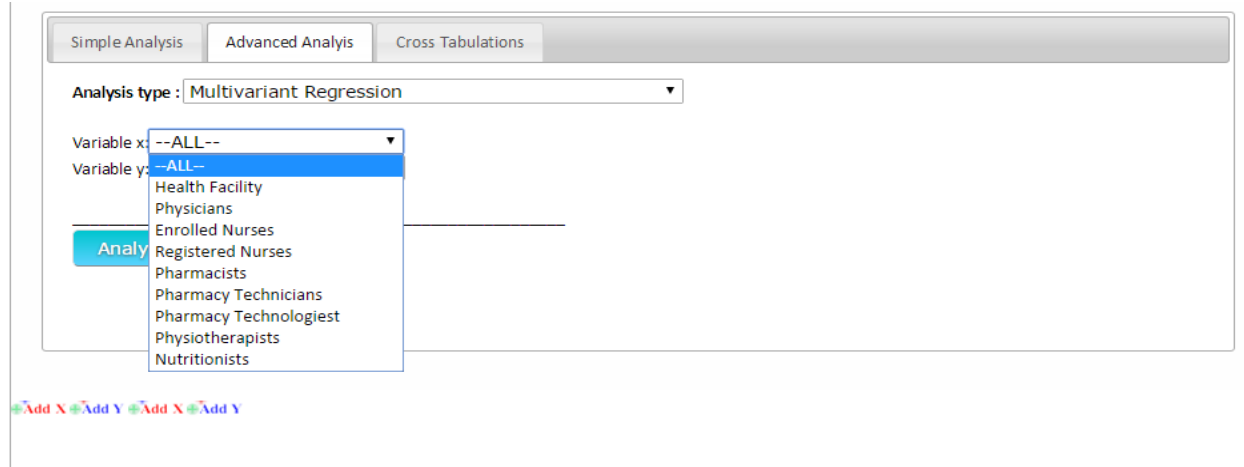


Figure 24: showing multivariate variable selection

This component allows the user to add more variables to analyze by pressing the Addx variable or y on the bottom of the section, when the user selects all the options he/she must click on analyze to see the following data:

### Multivariate Regression:

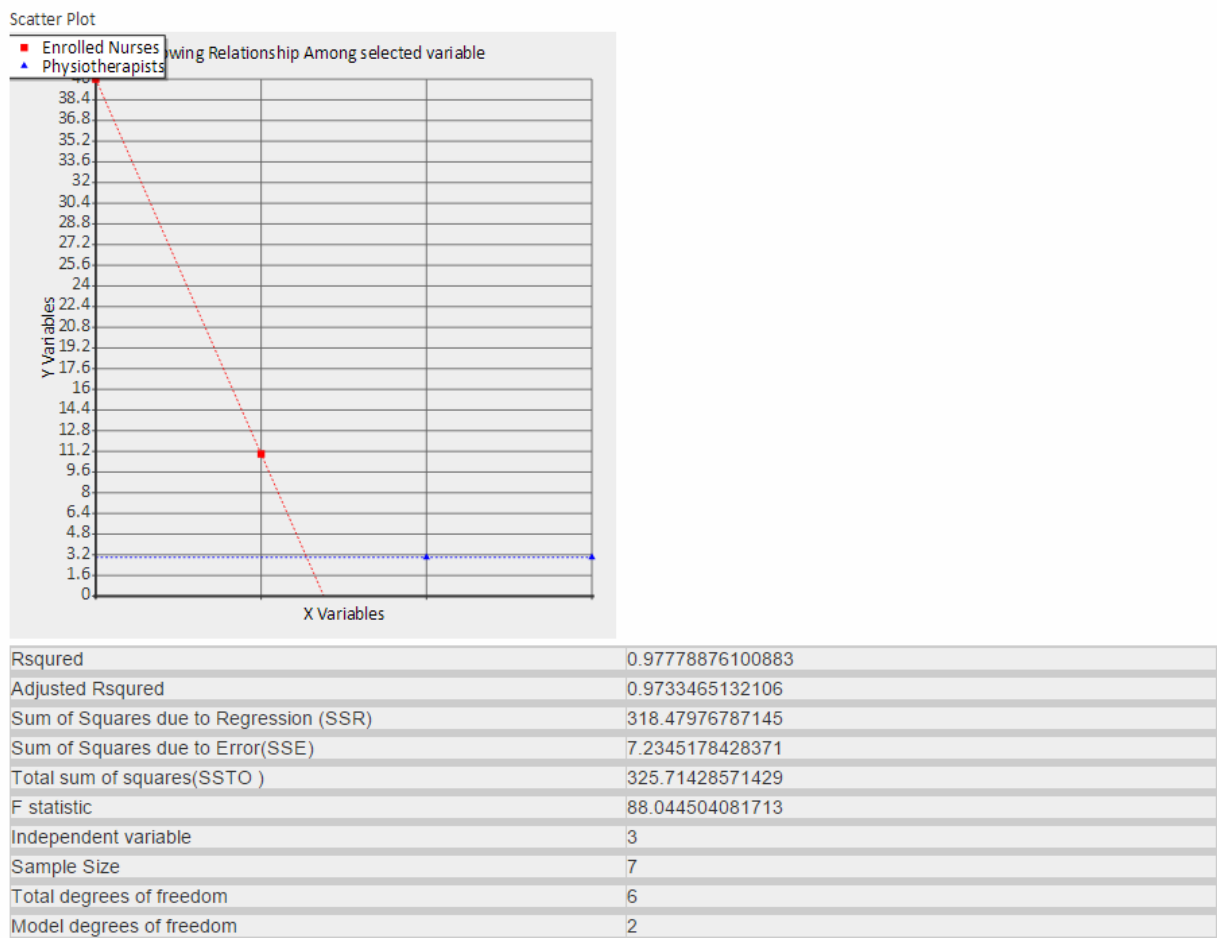


Figure 25: showing scatter plot with related data

## Cross Tabulations

With this section the user is able to cross reference the variable and find a relationship of the variables between categorical variable and non-categorical variables and categorical variable against categorical variables, when the user selects bivariate variable the following screen appears:

Bivariant Variables

Central Tendency

☒ Sum

☐ Mean

Output Format

☒ Frequencies

☐ Percentages

Graphs

☐ Pie

☐ Area

☐ Line

☐ Bar

☐ Point

☐ Square

☒ Stacked Bars

☐ Thin Bar Line

Variables

Column Variable

☐ Province

☒ Crop

Row Variable

☒ Province

☒ Quantity in tones

☐ Crop

☐ Price per kg in Kwacha

☐ age

Figure 26: showing bivariate

When the user clicks on Analyze the following screen will appear which is showing the analyzed data:

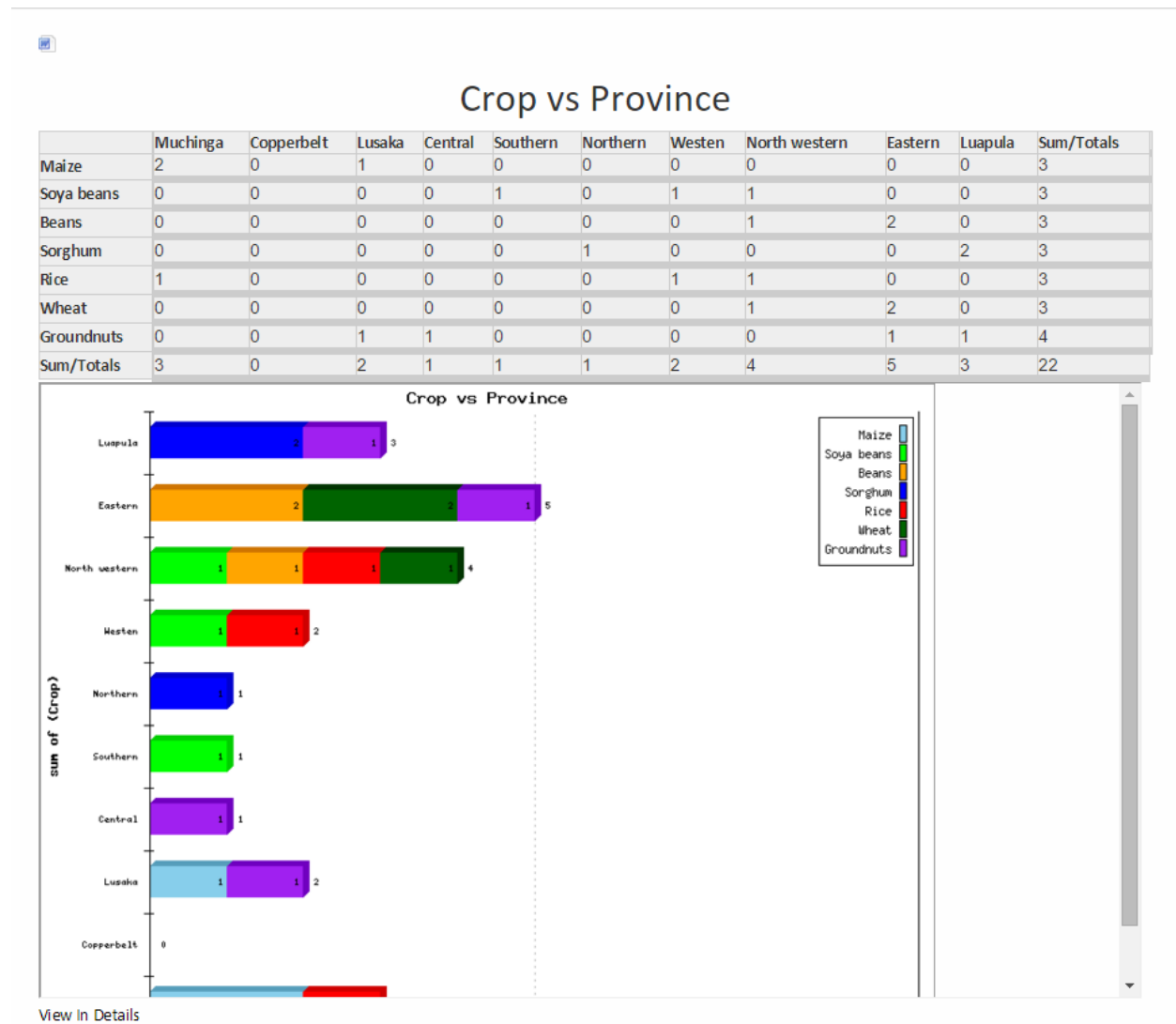




Figure 27: showing bivariate analyzed data

### [View Responses](#)

This components helps the user view and edit some of the data that has been received. The diagram below shows data that has been received.

Data sheet Manage data					
22 record(s) found					
Export  Download all uploads 					
	Province	Crop	Quantity in tones	Price per kg in Kwacha	age
1	Muchinga	Maize	3	1.5	
2	Southern	Soya beans	10	2.5	
3	North western	Soya beans	6	1.4	
4	Eastern	Groundnuts	4	2	
5	Luapula	Sorghum	4	3	
6	North western	Rice	3.4	1.2	
7	Westen	Rice	6	3.1	
8	Eastern	Wheat	23	2.3	
9	Eastern	Wheat	23	2.3	
10	Lusaka	Groundnuts	20	2	

1 2 3 Next »

Figure 28: showing collected data

N.B the above data is not analyzed data

### [View Mobile Response Map](#)

The system supports mobile collection of data, and the mobile version of the system is able to gather coordinates of where data has been collected. When the user make a mobile user in his own account a password and a username is given to the mobile user, then every place that the user will visit to collect data will logged using the GPS on the mobile application the diagram below shows places where the data has been collected

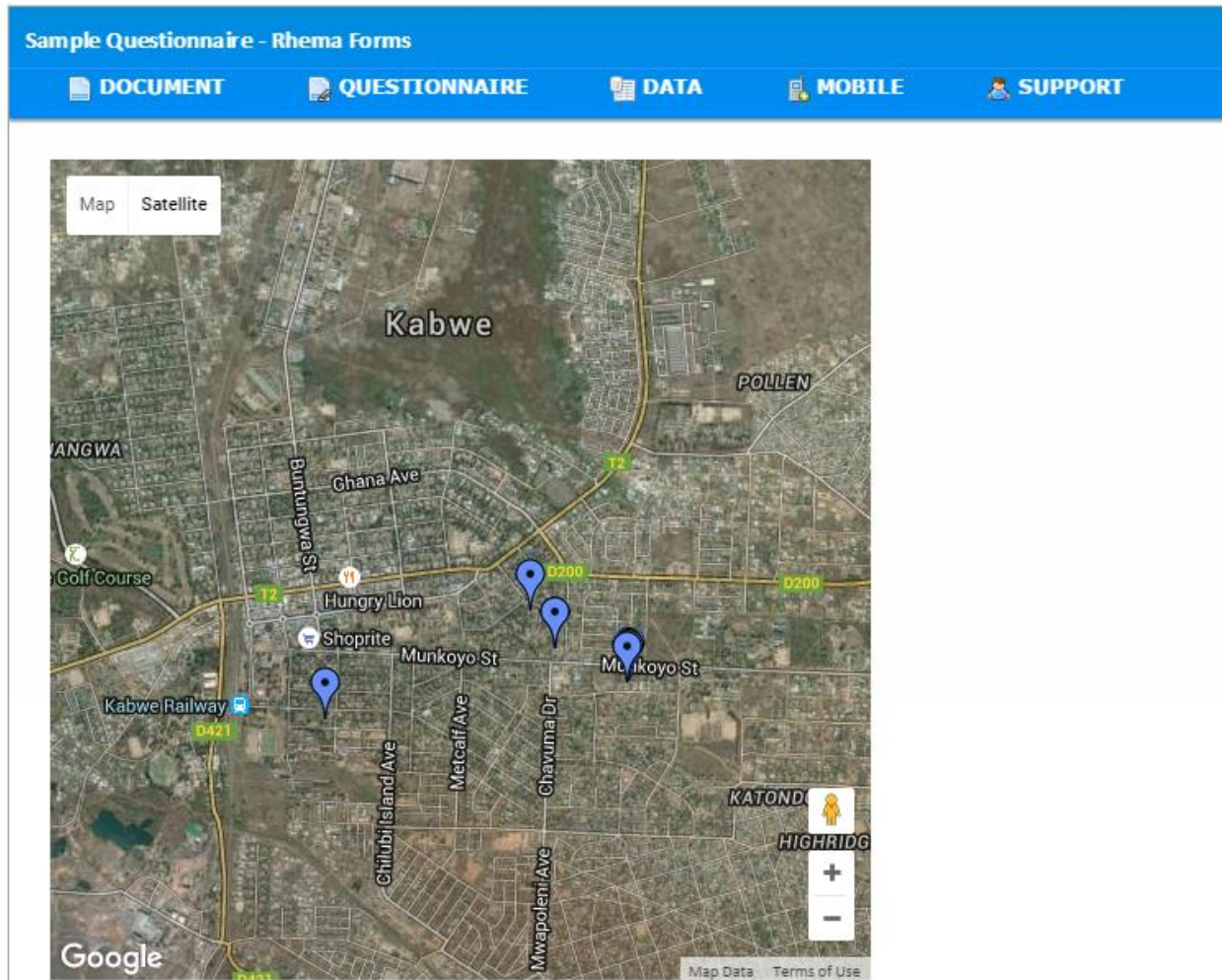


Figure 29: showing location of collected data

## Mobile Menu Item

This menu item is used for mobile user management the user is able to create a mobile respondent so that other users can help him/her collect data anywhere that they go. When the user makes a mobile user in his own account a password and a username is given to the mobile user by the account owner, the diagram below shows all controls that the user can use and how the component will look like:

	Surname	Firstname	Email	Username	Password	Phone	Active
<input type="checkbox"/>	Banda	Colgate	text@test.test	dodo	c4ca4238a0b923820dcc509a6f75849b	0000000	Yes
<input type="checkbox"/>	Sampa	Jane	test@test.test	jane	c4ca4238a0b923820dcc509a6f75849b	000000	Yes
<input type="checkbox"/>	Simukonda	Shovel	test@test.test	john	c4ca4238a0b923820dcc509a6f75849b	0000	Yes

Figure 30: showing mobile data collector's management section

Using this component the user is able to create a new mobile data collector just by pressing the **new** button and to edit the mobile data collector the user has to press on the **Edit** button, to delete click on the **Delete** button. Then finally after data is properly inserted the user can invite the mobile collector through email, to do this just click on the **Email Invite** button.

## Support Menu Item

This component was made to support users with any problems that they might encounter, all the have to do is log their problem, then the support assistants on the other side will be able to view the problem and respond appropriately, this components allows image uploads so that the support assistants are able to vividly see where the user is having problems. There are a couple of default services that are available so that the problem can be narrowed down, these are:

- Questionnaire Design
- Data Collection
- Data Analysis
- Manage Mailing List
- Finding a research Topic

The user might select any of the above options, then write a message to describe the problem in details, then if possible upload a photo of the screen where the problem is. After all this is done the user can then upload and send the problem, which will be responded to.

The diagram below shows the support component:

---

Kindly tick the services you would like our support team to help you with. Some of these services may be at a fee.

- ☐ Questionnaire Design
  - ☐ Data Collection
  - ☐ Data Analysis
  - ☐ Manage Mailing List
  - ☐ Formulate Research Topic
- 

*Use the space below to have a one on one dialogue with our support team. We will respond promptly.*

Your Message:

Select file to upload :

No file chosen

---

*Figure 31: showing the support component*